



# WINTER MOBILITY PLAN

Revised 10/28/2022

## **PURPOSE**

The City of Lafayette Winter Mobility Plan is intended to coordinate cross-departmental and interagency efforts to support community mobility and public safety during and after winter storm events.

## **WINTER MOBILITY ROLES**

### **CITY DEPARTMENTS**

#### Administration

The City Administrator oversees interdepartmental coordination and is responsible for decisions related to closure of City facilities.

#### Communications

The Communications Department is responsible for providing information to the community, staff, and the media related to facility closures, reduced hours, and cancellations. The Department follows the Severe Weather Communication Plan.

#### Public Works

The Public Works Department is responsible for management of snow and ice on public streets, including on-street bike lanes. Priority is given to designated “Primary” and “Secondary” routes with contract resources available for limited deployment to residential areas during designated winter emergencies.

#### Parks, Recreation, and Open Space

The Parks, Recreation, and Open Space Department is responsible for management of snow and ice at City facilities, sidewalks adjacent to designated City facilities, hard surface sidewalks in parks and at designated trailheads and trail facilities.

#### Police Department

The Police Department monitors road conditions on a 24/7 basis and requests maintenance resources as needed to address potentially hazardous conditions. The Police Chief makes recommendations to the City Administrator on any facility closures. The Police Chief may implement “Accident Alert” when conditions are so severe that Police Officers are unable to

respond to the volume of motor vehicle crashes. Accident Alert information is posted on the City website.

### Planning & Building

The Planning & Building Department is responsible for ensuring that property owners comply with City codes related to clearing of sidewalks. The Neighborhood Services Specialist conducts public outreach, responds to areas of concern, and may issue municipal court summonses for violations of City ordinance.

### Fire & Rescue

The Fire & Rescue Department monitors road conditions and requests maintenance support as necessary to ensure emergency access to homes and businesses.

### Human Resources

The Risk Manager supports programs and training related to winter safety and is responsible for investigation of any related accidents or injuries.

## **PARTNER AGENCIES**

### Colorado Department of Transportation (CDOT)

CDOT is responsible for winter maintenance of state highways within the City of Lafayette. These include State Highway 287, State Highway 42, and State Highway 7. On highways with annual average daily traffic of 1,000 or greater, snow removal operations will occur throughout the storm (24 hours) until normal driving conditions exist.

On highways with annual average daily traffic less than 1,000, snow removal operations will be limited to 14-hours, from 5am to 7pm (exceptions may be granted for school bus routes, highway segments with high accident rates or hospital/emergency routes) While roads with fewer vehicles may have limited hours of snow removal during a typical snow event, CDOT will plow the roadway if the storm is such that it may cause the road to become closed and impassable. CDOT will also work with emergency service providers when emergency response is necessary.

### Boulder County Transportation Department

The Boulder County Transportation Department is responsible for winter maintenance of county roads located outside of City limits.

### Boulder County Dispatch

Boulder County Dispatch receives after hours requests for service and disseminates information to City departments as appropriate.

### Lafayette Urban Renewal Authority (LURA)

LURA manages contracts for parking lot snow removal within the urban renewal area.

### Regional Transportation District (RTD)

RTD provides winter maintenance for bus shelters at 111<sup>th</sup> and Cabrini Drive, SH287 and Diamond Circle, South Boulder Road and Minotaur Circle, South Boulder Road and Centaur Village Drive, and South Boulder Road and Ceres Drive.

### Private Property Owners

Homes and businesses are responsible for winter maintenance of private streets, access ways, parking lots, sidewalks, and driveways. Private properties are also responsible for maintaining adjacent public sidewalks in accordance with City code.

## **SNOW AND ICE REMOVAL**

### **PUBLIC STREETS**

Snow and ice on public streets is managed by the Public Works Department primarily through the use of truck mounted snow plows and application of de-icing material.

### Prioritization

The City has approximately 293 lane miles of roadway. City streets are designated into three categories to guide prioritization of resources:

#### Primary Routes

Primary routes generally include arterial streets and other roadways that provide access to hospitals, police and fire stations, and schools.

#### Secondary Routes

Secondary routes generally include roadways designated as collector streets. These include primary routes into neighborhoods and commercial areas. Resources are deployed on secondary routes after all primary routes have been cleared.

### Other City Streets including residential

Streets not designated as primary or secondary routes are cleared only as necessary to maintain emergency access. Accumulated snow depths greater than 10” can impact emergency vehicle clearance and may result in deployment of on-call heavy equipment contractors to do limited clearing.

### On-Street Parking

The City may designate temporary no parking zones in commercial/retail areas of Old Town as necessary to remove accumulated snow from parking areas.

A map of primary and secondary snow routes is included as Attachment A

### Procedure

The Public Works Operations and Maintenance Manager is responsible for monitoring of weather predictions and conditions and determining the appropriate deployment of Public Works resources. Responsibility may be delegated to the Transportation Maintenance Crew Supervisor or Utilities Crew Supervisor, as necessary.

Due to the limited number of snow events per year, the City relies on temporary work reassignments and shift schedules to conduct snow and ice removal. Staff are required to be available to respond to the Public Works Services Center within 30 minutes of notification. A tiered approach is used to minimize impacts to regular operations and emergency response capabilities.

Level 1 – During a Level I deployment, winter maintenance is primarily conducted by staff assigned to the street maintenance workgroup. Staff work regular shifts with overtime as needed. Fleet maintenance staff provide support for vehicle configuration, repairs, and loading of de-icing materials. Other Public Works operations, including meter reading and utility maintenance operations may be reduced due to snow reassignments, but generally continue. During a Level 1 event, 4 trucks equipped with snowplows and/or de-icing material are deployed and focus on the three designated Primary/Secondary routes.

Level 2 – During a Level 2 deployment, staff is split into A/B/C crews to provide 24-coverage through 8-hour shifts. A mechanic is assigned to each shift to support repairs and to load de-icing material. Utilities Maintenance staff suspend most operations and maintenance activities and are assigned a route/shift. A Level 2 event continues to rely on 4 trucks covering the three designated primary and secondary routes, but with 24-hour coverage. The fourth truck initially focuses on areas adjacent to the Exempla Hospital/Kaiser Rock Creek Facility.

Level 3 – During a Level 3 deployment, staff is split into A/B crews to provide 24-hour coverage through 12-hour shifts. Other non-emergency work is temporarily suspended. This can only be sustained for a limited time period, but allows for deployment of one or two additional trucks for a total of six. Services are provided to designated primary and secondary routes.

Level 4 – Winter Emergency – In the event that snow accumulation on streets not-designated as Primary/Secondary reaches a depth, or is anticipated to reach a depth, that would preclude access by emergency vehicles such as ambulances, fire trucks, or four-wheel drive police vehicles, the City may deploy emergency on-call heavy equipment contractors. Such a deployment involves using equipment such as backhoes, front end loaders, and graders to clear a single lane in the center of residential streets. Equipment is not fitted to apply de-icing materials. A determination to deploy emergency contractors is made by the City Administrator in consultation with the Police Chief and Public Works Director. The decision considers current and anticipated road conditions, variability of snow depths across the City, and the weather forecast.

During periods of staffing shortages, the deployment shifts and number of trucks running may alter depending on the forecasted duration and severity of the inclement weather event. This could look something like running only A/B crews on 10 or 12 hr. rotations to ensure that service levels remain as consistent as possible.

#### Additional Post Storm Clean Up

As staff transition back to normal duties, further monitoring will occur. Other areas that have problematic icing issues or on street bike lanes may receive additional post storm clean up. These will occur as needed and vary with each storm event. Varying equipment will be used based upon the situation.

### **CITY FACILITIES**

The Parks Recreation & Open Space Department is responsible for snow and ice removal at and adjacent to City Facilities. Facilities are assigned to one of three priority levels. Red areas are the top priority and have specific target completion time. Blue areas are the second priority and cleared after red areas are complete. Green areas are the last to be finished, with a target completion with 24 hours after the last snow fall.

#### **Red Areas**

<b>Facility</b>	<b>Completion Target</b>
Police Station	Continuous – 24-hour facility
Fire Station #1 & #2	Continuous – 24-hour facility
Recreation Center (Contracted)	By 5am, Maintain through close

HWY 287 Overpass	By 6:30am
South Boulder Road Crossovers	By 8am
Senior Center	By 8am
Library	By 8am
City Hall	By 8am
Golf Course Clubhouse*	By 8am
Sister Carmen Community Center	By 8am

\*Plowing upper parking ONLY weekdays, sidewalks and entrances included on weekends. Weekday sidewalk snow removal by Golf Course staff.

### Blue Areas

Facility	Notes
Festival Plaza	ASAP after Red
Miner's Museum	ASAP after Red
Mary Miller Theater	ASAP after Red
Waneka Lake Park	Sidewalks in and along park property, West and East parking lots
Whitetail Park	Sidewalks in and along park property, parking lot
La Mont Does Park	Sidewalks in and along park property, parking lot

### Green Areas

Autumn Ash Park	Sidewalks in and along park property
John Breaux	Sidewalks in and along park property, 287 connection
Cherrywood Park	Sidewalks in and along park property
City Park	Sidewalks in and along park property
Cottonwood Park	Sidewalks in and along park property
Crossridge Park	Sidewalks in and along park property
Yarrow Park	Sidewalks in and along park property
Ofelia Miramontez Park	Sidewalks in and along park property, parking lot
Lindenwood Park	Sidewalks in and along park property
Red Oak Park	Sidewalks in and along park property
Spruce Park	Sidewalks in and along park property
Sunset Maple Park	Sidewalks in and along park property
Romero Park	Perimeter sidewalks
Whispering Meadows Park	Sidewalks in and along park property
Simpson Mine Park	Sidewalks in and along park property
South Boulder Road Sidewalk	Sidewalk Avalon to Lamont Does
South Boulder Road Sidewalk	Sidewalk – N. Side across from Centaurus
Highway 287 Sidewalk	Baseline to Cherrywood Detention
111 <sup>th</sup> Street	1 block N. of City Park to Kneebone Open Space
Powerline Trail Connections	Connections along Caria

Public Road Banner Poles	East and west side of Public Road by Lafayette Florist
Outlot A	Sidewalk at Caria & Atlantis – Power Line Trail to Angevine
Doric Detention	Sidewalk adjacent to detention area
Ilium Detention	Sidewalk adjacent to detention area
Emma Street	N. side W. Sutton Cir to Delphi, S. side Barberry Ave. to Aegean Dr.
Lafayette Cemetery	Driveways and sidewalks
Coal Creek Cemetery	Parking Lot
Rock Creek Trailhead	Parking Lot at 120th
Public Road Trailhead	Parking Lot, Sidewalk to Public Road Circle, Restroom Access
Thomas Farm	Sidewalk from farm to property line (electric box)
Churchill Point	To Baseline, Baseline from parking lot to Caria
Cypress	Perimeter sidewalk
BNSF Trail	Sidewalk along Burlington, North of Baseline to dead end/start of trail
Beauprez Barn	Adjacent sidewalk on Beauprez Avenue
Rothman Open Space	Adjacent sidewalk at end of Lucerne
Golf Maintenance Facility	Parking lot

## PROCEDURE

Snow removal procedures are established to provide a high-quality level of snow removal for City facilities. Exceptions to procedures may occur on a storm to storm basis based on conditions and availability of resources.

- Snow plows will be used when snow accumulations are more than 1” or if they would be beneficial in removing snow.
- During snow events of less than 1”, snow shoveling will be done on main entrances and sidewalks connecting family and accessible parking to the main entrance of the Police Station, Recreation Center, Senior Center, Library, City Hall, Golf Course Clubhouse, and Sister Carmen Community Center.
- The facilities listed above as well as Festival Plaza are required to provide the Parks division with schedules of any events taking place that would require snow removal at least 48 hours in advance and as soon as possible in the event of any reschedules. Any last-minute notifications will be prioritized on a time and personnel basis as well as a storm to storm basis.

- City employees are asked to park closely to each other in parking lots to allow for efficient plowing. Snow removal will not be done in between individual parking spaces due to the risk of vehicle damage.
- Ice melt is provided for application by staff at some facilities. Staff are encouraged to use it only as needed, spread lightly and evenly over any icy or slick surfaces. Excessive amounts of ice melt can cause damage to landscaping and cement surfaces as well as be tracked into buildings causing mess and damage to floors and carpets. Facilities that run out of ice melt should contact Parks.

## **SIDEWALKS**

Property owners are responsible for removing snow and/or ice within 24 hours of the last measurable snowfall and are prohibited from depositing removed snow or ice beyond the curb (i.e. into the street.) Property owners are encouraged to shovel snow onto their yards when possible.

Snow removal assistance resources for seniors is available through the City's Snow Angel program coordinated through the Senior Center.

Residents are encouraged to remove snow as soon as possible to avoid it being packed down to ice. Public sidewalks maintained by HOA's are still subject to the 24-hour requirement and are encouraged to structure contracts to ensure compliance.

## **PUBLIC PARKING LOTS**

The Lafayette Urban Renewal Authority manages snow removal contracts for public parking lots within the authority boundaries. These include:

Budget Glass  
East Simpson  
Delicious Z's Building  
Elizabeth's Embellishments  
Lafayette Florist  
Teocali Building  
Brown Building  
Chase Bank Lot  
Baseline Storage  
700 Block\*  
Great Western National Bank\*

*\*Separate Contract*

## **CLOSURES AND CANCELLATIONS**

The City provides essential services to the community and facility closures are only considered during extreme conditions. In the case of extreme weather events such as blizzards or ice storms, the City Administrator may take actions to reduce operating hours, cancel public events and meetings, or temporarily close some or all non-essential City facilities. Decisions consider the safety of the travelling public, the ability of staff to safely travel to/from work and impacts of additional travelers on public safety and snow removal operations.

### Police Department, Fire Stations, Services Center, Water Treatment, and Water Reclamation

Facilities providing essential services remain operational during all weather conditions. Shift schedules and staffing may be adjusted, as needed.

### Recreation Center

The Recreation Center generally opens to the public at 5am M-F. Recreation Center staff assess conditions at approximately 4am. The Recreation Director may elect to open the facility with reduced staffing or delay opening until 8am pending a determination by the City Administrator on any citywide delayed opening for closures. School based programs are cancelled if Boulder Valley School District closes schools. Weekend and holiday closure decisions are made in consultation with the City Administrator.

### Other City Facilities

Other City facilities, including City Hall, Library, Senior Center, Municipal Court, and the Collective, generally open to the public at or after 8am. When weather conditions warrant consideration of a delayed opening or facility closures, the City Administrator, Police Chief, Public Works Director, and Communications Director will confer at approximately 5am. If the City Administrator determines that a delayed opening or closure is appropriate, the Communications Department will notify media outlets and provide information directly to the public via the website and social media. Staff are notified via the Alert Media system. In the event of anticipated severe weather impacting the afternoon rush hour or evening, the City Administrator may elect to close facilities early and/or cancel evening meeting and events. As with other closures, the Communications Director provides information to the public via media outlets, the website, and City social media platforms.

### Reduced Staffing/Telecommuting

Department Heads may reduce in-person staffing during snow events through flexible leave use and telecommuting, provided that minimal coverage of in-person services to the public is still provided.

## **ACCIDENT ALERT**

The Police Department may declare an Accident Alert when conditions (usually poor weather or other community emergency) are so severe that Police Officers are unable to respond to volume of motor vehicle crashes. Some cities may be on Accident Alert while the City of Lafayette may not, depending on how the conditions are affecting a specific area. Accident Alert may be declared by the on-duty supervisor or member of command staff.

While Accident Alert is in effect, Police Officers will only respond if the following circumstances exist:

1. Damaged vehicles are causing the street to be closed
2. The crash involves a fatality or injury requiring medical attention
3. Impaired driving (alcohol or drugs) is involved
4. Any of the involved drivers fails to remain on scene (hit and run)
5. Any of the involved drivers does not have a valid driver's license
6. Involves on-duty City personnel or there is damage to public property

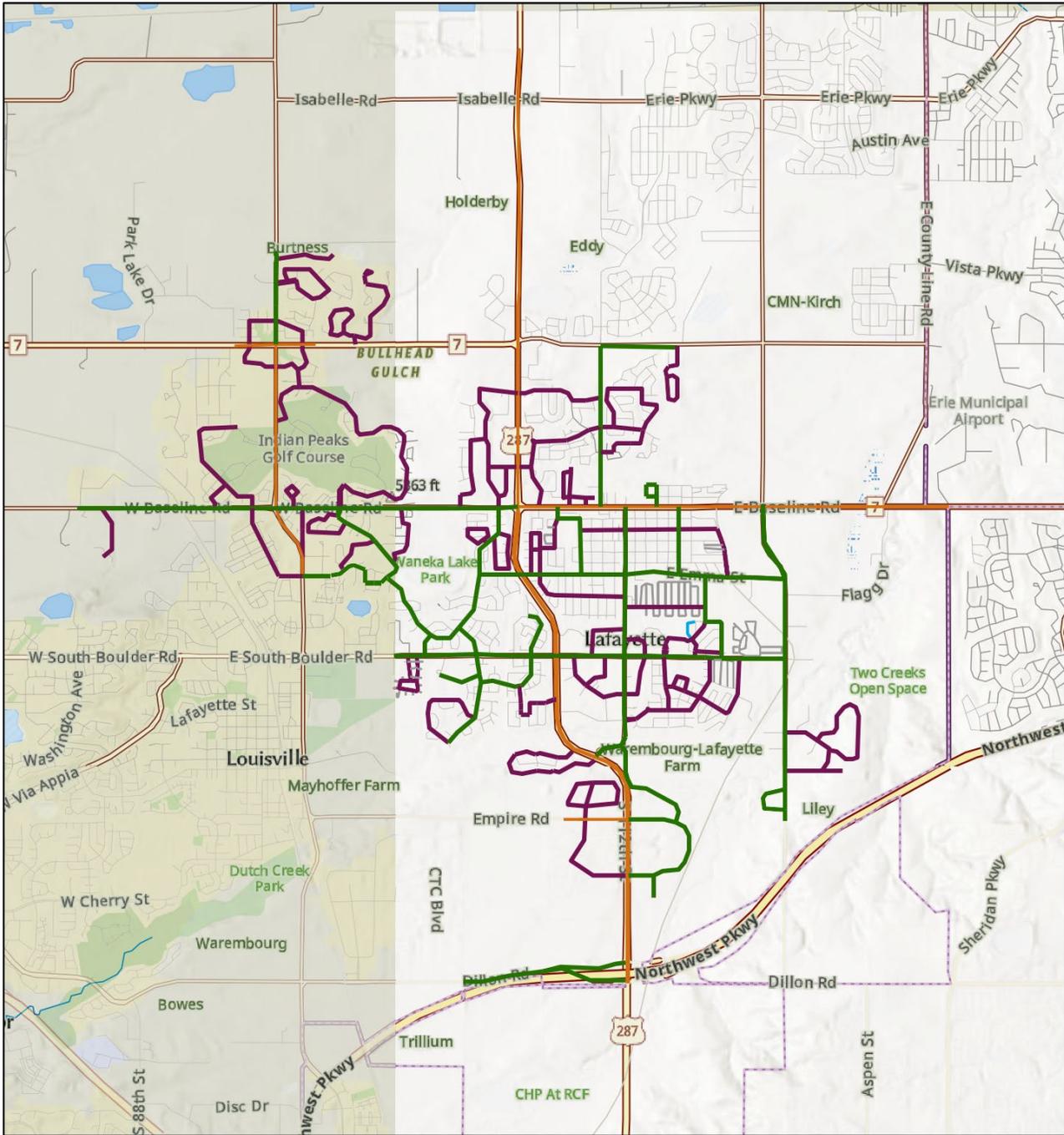
If the crash does not meet the criteria for a Police response, motorists must do the following:

1. All drivers involved must exchange their name, driver's license information, vehicle registration information and proof of insurance information.
2. File a report as soon as possible by reporting the crash to Lafayette Police Department Records Division during normal business hours. For crashes that occur outside of the Lafayette city limits, you must respond to that jurisdiction to complete the counter crash report.

## **CONCLUSION**

This document represents the City's normal operational plan for winter weather events. Each winter storm event is unique, and operations may vary from this plan based on weather conditions, resource availability, other emergencies, and unanticipated conditions. This plan will be reviewed annually and periodically updated to reflect changes in priorities, infrastructure, resources, and approach.

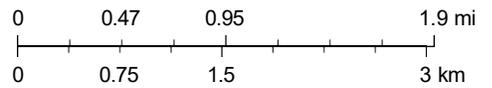
# Attachment A - City of Lafayette Snow Routes



**Legend:**

- Primary
- CDOT
- Secondary
- BVSD
- Private

1:72,224



Esri, NASA, NGA, USGS, FEMA, Boulder County, City and County of Broomfield, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, USDA

## ATTACHMENT B – PUBLIC CONTACT INFORMATION

### **City of Lafayette**

Administration	303-661-1222
Code Enforcement	303-661-1263
Police/Fire Emergencies	Dial 911
Police Non-Emergency Dispatch	303-441-4444
Parks, Recreation & Open Space	303-661-1306
Public Works	303-661-1277
Snow Angels Program	303-661-1492

### **Partner Agencies:**

Colorado Department of Transportation	303-757-9011
Boulder Valley School District	720-561-5120
Boulder County Transportation	303-441-3962
Regional Transportation District	303-299-6000